

Michigan School Support Person of the Year Award Operations Manual

A. Title of the Award: Michigan School Support Person of the Year Award

B. Purpose of the Award

- 1. To honor outstanding support personnel for their contributions to the success of the learning community.
- 2. To focus public attention on the importance of school support personnel.

C. Selection Criteria

The nominee:

- 1. is an exceptionally dedicated, knowledgeable, and skilled member of the support staff;
- 2. goes above and beyond the call of duty;
- 3. is supportive of the learning environment;
- 4. plays an active and useful role in the community, as well as in the school;
- 5. is employed in one of the following work classifications: transportation, maintenance, custodial, office personnel, security, food services, professional support to teachers including para educators and others providing educational support, health services group, skilled trades, etc.

D. Nomination Process

- Nominations may be initiated by: school administrators, supervisors, teachers, students, former students, community members, colleagues, parents, education related organizations such as PTA/PTO, Michigan Student Council Association, MASA, MAISA, MSBO, MANS, etc. The immediate supervisor/building principal and the district superintendent should endorse nominations.
- 2. The nomination portfolio should include:
 - a.) A completed nomination form, including a 500-word essay describing the nominee. See Attachment A.
 - b.) A minimum of three letters of support from teachers, students, former students, community members, board of education members, colleagues, and others.
 - c.) One camera-ready photograph of the nominee for media purposes.

3. In addition to the original nomination portfolio, please include eight photocopies. Please do not use folders, notebooks, report covers, or other materials that add to the expense of mailing and copying. The original and eight copies should be mailed to the appropriate regional coordinator. See Attachment B.

E. Selection Process

- 1. The five Field Services regions will serve as the regions for this award program.
- 2. A coordinator from each region shall be identified. The responsibilities of the **regional coordinator** include:
 - a.) Serving as the collection point for regional nomination portfolios;
 - b.) Convening a panel of at least three members from different school districts to rate the portfolios. The Rating Form is Attachment C;
 - c.) Forwarding the **top three** regional portfolios (one original and eight copies) to the Michigan Department of Education, Office of the Superintendent, Special Assistant for Awards and Recognition Programs, along with the completed Rating Forms.
- 3. Independent reviewers will rate portfolios that reach the state level. The top five portfolios will move to the next level of review.
- 4. The final review stage will involve a panel of five to nine members and may be selected from the following groups:
 - Michigan Department of Education Staff
 - State Board
 - Legislature
 - School Administrators
 - State Level PTA
 - Veteran School Support Staff Persons of the Year
 - Representative Unions: AFSCME, MEA, MFT/SRP, SEIU, UAW, Operating Engineers, Steelworkers, Teamsters (no more than 20% of the total panel)
 - Education Associations

Members of the panel should NOT include:

- Support staff who might be eligible for the award in the future
- Relatives of a candidate

• Direct colleagues of a candidate

The Superintendent of Public Instruction provides final approval for the School Support Person of the Year.

F. Notification

A surprise, on-site notification by the Superintendent of Public Instruction and available State Board of Education members will be planned to occur during a school day. The notification will occur in the spring.

G. Recognition Event

- 1. A statewide event will include the Support Staff Person of the Year and also honor the four finalists. Ideally, the event should include a broad cross-section of the population including representatives of the finalists' school districts, finalists' family members, community members, State Board members, Superintendent of Public Instruction, legislators, students, and those involved in the selection process. It is recommended that the event be a joint effort with the Michigan Teacher of the Year event or other educator award event.
- 2. A special symbol will be presented to the Support Staff Person of the Year at this event.
- 3. The school district that supported the nomination of the winner will be presented a plaque. It is recommended that this plaque be hung in the school where the SSPOY works.
- 4. The four finalists will also receive a tangible form of recognition.
- 5. Unions that represent support staff will assist with costs associated with the award symbols, plaques, and events.

H. Time Line

See Attachment D.

I. Checklist for Submitting a Complete Michigan School Support Person of the Year Award Nomination

See Attachment E

Michigan School Support Person of the Year Award Nomination Form

County	
Nominee Information	
Name	
School district	
Work location	
Work address	
Work phone number	
Work classification	
Total year in a school system Year	ears in present position
Work principal/supervisor	
Nominator Information	
Name of nominator	
Relationship to nominee	
Endorsements	
Signature and title of immediate supervisor/bui	lding principal
	date
Signature of district superintendent	
	date

Michigan School Support Person of the Year Regional Coordinators 2003-2004

Region 1: Alpena-Montmorency-Alcona ESD, Charlevoix-Emmet ISD, Cheboygan-Otsego-Presque

Isle ISD, COOR ISD, Copper Country ISD, Delta-Schoolcraft ISD, Dickinson-Iron, ISD, Eastern Upper Peninsula ISD, Gogebic-Ontonagon ISD, Iosco RESA, Manistee ISD,

Marquette-Alger RESA, Menominee ISD, Traverse Bay Area ISD,

Wexford-Missaukee ISD

Ms. Betty Burke-Coduti
Associate Superintendent of Teaching, Learning and Technology Services
Marquette-Alger RESA
321 E. Ohio Street
Marquette, MI 49855
906.226.5132 (p)
906.226.5141 (f)
bcoduti@maresa.k12.mi.us

Region 2: Allegan County ISD, Barry ISD, Berrien ISD, Branch ISD, Calhoun ISD,

Ionia County ISD, Kalamazoo RESA, Kent ISD, Lewis Cass ISD, Mason-Lake ISD, Mecosta-Osceola ISD, Montcalm Area ISD, Muskegon Area ISD, Newaygo ISD,

Oceana ISD, Ottawa Area ISD, St. Joseph ISD, Van Buren ISD

Ms. Erika Kavanagh Allegan ISD 310 Thomas Street Allegan, MI 49010-9158 616.673.2161 (p) 616.673.2361 (f) ekavanagh@alleganisd.org

Region 3: Bay-Arenac ISD, Clare-Gladwin RESD, Genesee ISD, Gratiot-Isabella RESD,

Huron ISD, Lapeer ISD, Midland County ESA, Saginaw ISD, St. Clair ISD, Sanilac ISD,

Tuscola ISD

Mr. Pete Lazaroff Superintendent Bangor Township School District 3520 Old Kawkawlin Road Bay City, MI 48706-2039 989.684.8121 (p) 989.684.6000 (f) lazaroffp@bangorschools.org Region 4: Clinton County RESA, Eaton ISD, Hillsdale ISD, Ingham ISD, Jackson County ISD, Lenawee ISD, Livingston ESA, Monroe County ISD, Shiawassee RESD, Washtenaw ISD

Ms. Linda Tortorice Director of Human Resources Jackson County ISD 6700 Browns Lake Road Jackson, MI 49201 517.768.5185 (p) 517.787.2026 (f) lindatortorice@jcisd.org

Region 5: Macomb ISD, Oakland Schools, Wayne RESA

Ms. Danelle Gittus
Oakland Schools
2111 Pontiac Lake Road
Waterford, MI 48328-2735
248.209.2181 (p)
248.209.2021
danelle.gittus@oakland.k12.mi.us



Michigan School Support Person of the Year Award Rating Form

Nominee:	Evaluator:
Nominee's position	
Using the nominee's portfolio rate the nominee	on the following elements

Element	St	rong	j Evi	dence	S	om	e Evi	dence	Little	Evid	dence
Nominee's efforts to strengthen and improve the learning environment.		10	9	8		7	6	5	4	3	2
Evidence might include, but is not limited to:	•	Enc	ourag m and		men	bers	to pe	rform wel			
Evidence that this person is an exceptional school support person.		10	9	8		7	6	5	4	3	2
Evidence might include, but is not limited to:	•		volve					elated to p		f scho	ool.
Evidence of excellence in the nominee's work related activities.	,	10	9	8		7	6	5	4	3	2
Evidence might include, but is not limited to:	 Exceptional level of competence in performing work tasks Seeks to learn new skills Goes above stated job description in serving others Other 										
Evidence of the nominee's community involvement.	,	10	9	8		7	6	5	4	3	2
Evidence might include, but is not limited to:	•	Invo Othe		ent with	local	com	ımunit	y service	clubs		
5. Complete portfolio	,	10	9	8		7	6	5	4	3	2
Evidence might include, but is not limited to:	•	Res Essa Mini	ume ay mum	on Form of three nomine		ers of	· suppo	ort			
6. Total (Possible Points = 50)											

Evaluator Comments:		

2003-2004 Michigan School Support Person of the Year Award Timeline

September News/web release announcing the award

E-mail via principals' and superintendents' ListServs and fax to education associations including MEMSPA, MASSP, MEA, MFT/SRP, MASA, MAPSA, MANS; fax to Operating Engineers,

Teamsters, AFSCME, United Steelworkers, UAW

Award guidelines and form accessible on the MDE web site. Unions establish link from their web pages to the MDE site.

November 3 Nomination portfolios due to regional coordinators

Nov. 4-Jan. 26 Regional selection process using prescribed rubric is conducted

January 27 Top three regional nominees due to MDE

Feb./March MDE evaluates top three regional portfolios from every region and

narrows to five finalists

April Selection panel meets to review portfolios of five finalists.

Panel makes recommendation for the award winner to the

Superintendent of Public Instruction

Spring Announcement of the awardee

TBD Statewide event – honor the Michigan Support Staff Person of the

Year and finalists

Checklist for Submitting a Complete Michigan School Support Person of the Year Award Nomination

The complete	d nomination portfolio will include:
	Nomination form
	Nominee's current resume, including
	 a.) work history b.) professional development activities c.) schools attended with years attended d.) awards and other recognition received e.) membership in organizations
	A 500-word essay describing the nominee; the essay should address the following:
	a.) What does the nominee do to strengthen and improve the learning environment?b.) What makes this person an exceptional school support person?c.) Describe the nominee's work related activities.d.) Describe the nominee's broader community involvement.
	A minimum of three and a maximum of 18 letters of support from teachers, students, former students, community members, board of education members, colleagues, and others.
	One camera-ready photograph of the nominee.

Questions regarding the nomination process may be addressed to:

Jean M. Shane Michigan Department of Education P.O. Box 30008 Lansing, MI 48909 517.241.0494 (p) 517.335.4565 (f) shanej@mi.gov